



Shannon S. Templet  
Director

State of Louisiana  
DEPARTMENT OF STATE CIVIL SERVICE

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June 30, 2009

John L. Crain, President  
Southeastern Louisiana University  
SLU Post Office Box 10784  
Hammond, Louisiana 70402

Dear Mr. Crain:

I am herein approving your layoff avoidance request made in accordance with C.S. Rule 17.2, as proposed in your letter dated June 29, 2009 and received in my office on June 30, 2009. You made one request with no exceptions.

Specifically, I am approving your request to freeze merit increases, per C.S. Rule 17.6 and for the reasons stated in your letter, for all classified employees whose anniversary dates fall from July 1, 2009 through June 30, 2010.

You indicate in your letter that this action will apply to all your unclassified employees as well. While this action does not require Civil Service approval, this department and the Commission acknowledge your commitment to applying such measures to the unclassified workforce as well as the classified employees during a difficult time.

Please ensure that the affected employees are notified of my approval immediately as per the requirements of C.S. Rule 17.5 (b)—Notification to Employees. We understand the requirements of C.S. Rule 17.5 (a)—initial general notification—were met prior to the submission of your request to this department.

If you find during this time that funds become available to render merit increases to eligible employees whose merits are frozen during this period, please notify us in writing so we might note that for our records. If you or your staff have any questions regarding this matter, please feel free to contact Samantha Harris, your Assistance Coordinator, by phone at 225.342.8279 or via email at [samantha.harris@la.gov](mailto:samantha.harris@la.gov).

Sincerely,

Shannon S. Templet  
Director

ST:MWH:mwh

cc: Jessie Roberts, Human Resources Director